

Frequently Asked Questions Chase Palm Park Center

Thank you for your inquiry regarding renting the Chase Palm Park Center. In order to handle your inquiry as quickly as possible, here are some answers to our most "*frequently asked questions*."

Location

Chase Palm Park Center is located along Santa Barbara's beachfront and has a magnificent view of the Stearns Wharf and the Pacific Ocean. It is off the 101 freeway at the Garden Street exit. The address is 236 E. Cabrillo Boulevard.

Capacity

The capacity is 80-96 for a sit-down event (using both indoor rooms and outdoor patio), 125 for cocktail-style events (where people are standing), 80 for theater-style and 40 for classroom-style. These numbers cannot be changed since they are pre-determined by the Fire Department for safety reasons.

Description of Center

The Chase Palm Park Center is a "hidden jewel" located on the ocean side of Cabrillo Boulevard opposite from the carousel in Chase Palm Park. A Spanish-style entryway leads into a contemporary main room with carpeting, recessed scone lighting and marine-themed art. Adjacent is a small conference sunroom with French doors that open onto an outdoor semi-circular concrete patio. This is the perfect spot for viewing the sunset or dancing under the stars and is best suited for intimate receptions, business meetings, staff retreats and family parties.

Price

This facility has an 8-hour rental minimum on Fridays, Saturdays, and holidays. Please see the Fee Information Sheet for current rental prices. The 8-hour rental fees include the use of the facility, the facility monitor for 8 hours, tables and chairs, the dance floor and the \$200 security deposit (refundable after your event provided no permanent damage or excessive cleaning is required or guidelines were violated.) This 8-hour span of time needs to include everything from set-up to one hour of cleanup at the end. Additional hours are currently billed as noted on the Fee Information Sheet.

Pricing is by the hour from Sunday through Thursday. To calculate the rental price, multiply the total number of hours needed (including setup and an hour of cleanup) by the *facility usage* and *building monitor* fees. In addition, add in the fees for *tables and chairs*, *cleaning* (if a meal is served), *dance floor* (if needed), *permit application fee* and *security deposit*. We do offer a discount rate for bookings that occur during "non-prime" times. Fees are subject to change every July. Please contact us for further information.

Please note that fees will be adjusted in January 2004 to reflect a resident discount rate for residents of the City of Santa Barbara.

Security Deposit

The \$200 security deposit is a refundable deposit and is returned approximately 2 weeks after your event if there is no permanent damage or excessive cleaning of the facility and if all guidelines were followed during the event. This \$200 amount should not be confused with the initial \$200 reservation fee, which is put down when you "confirm & book a date" and is non-refundable.

Rental Availability

The Chase Palm Park Center is the perfect spot for parties, meetings, and retreats. Because of the unenclosed outdoor patio, most rental bookings fall between May through October when the weather is nicest in Santa Barbara. If you are considering a Sunday booking, be aware that there is an Arts & Crafts Show that lines Cabrillo Boulevard each Sunday from 10am until dusk. As the show is on the same side of the street as the facility, it could affect your event (privacy and parking) since it draws more people to the area.

Rental Hours

We schedule only one event for a Friday, Saturday, Sunday or holiday, so you may choose any span of time as long as your event ends by 1am (with clean-up starting at 12 midnight). Rental hours must be consecutive hours. Rentals for Monday through Thursday must end by 12 midnight (with clean-up starting at 11pm).

Viewing the Facility

Since the facility may be viewed through its various windows, many people initially see this site in this manner. The front entrance windows give you a glimpse into the main room, the patio is outside and open and the windows on the patio side provide a view into the conference sunroom. An appointment may be arranged with Leslie Lund, Facilities Coordinator, to view the interior. Appointments can be made Monday through Friday from 9am-5pm unless there is an event occurring during this time. On Saturdays or Sundays, you may "peek in" during the event's first hour of set-up if there is a rental booking in the building. Since the Facilities Coordinator does not work on weekends and the Building Monitor is there to assist the event, we ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.

Setup Time

Caterers and other event services generally need about 2 hours of setup time at this facility; this is considered to be part of your rental span of time. Our tables, chairs, etc. will already be in place before your "start time." Set up may not occur prior to this time.

Cleanup Time

During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment and anything else specifically used for your event. Also, you or your caterer must bag, tie and dump any food/beverage trash in the dumpsters or recycling bins in the driveway. Finally, you must leave the kitchen in the same condition as it was found.

You are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

Tables, Chairs, Dance Floor, etc.

The rental price for tables and chairs includes the set-up and takedown. We have an assortment of 6 foot banquet tables, 60 inch round tables, one 48 inch round table and 96 hotel style chairs (padded seat and back). There is no dance floor at this facility. You can either dance outside on the concrete patio or dance inside the facility using a rented dance floor. When you book a rental, you will receive a blank floor plan to help you plan and diagram your room set-up.

Catering

You can use any caterer of choice as long as they follow our facility guidelines. Since we do not have a commercial kitchen, cooking is not allowed. A small stove and oven (for warming purposes), microwave, commercial refrigerator and sink are available. Additionally, propane units are not allowed inside the Center. Barbecuing is allowed, but the BBQ unit must be placed in a specific area of the driveway (we'll tell you where depending on its size) and coals must not be emptied anywhere on the premises.

Self-catering (i.e. where food is brought in but you handle your own cleanup) is allowed but the security deposit is doubled.

Alcohol

All forms of alcohol are allowed with the exception of beer in a keg. If you sell alcohol during your event, a "liquor license" must be purchased from the Department of Alcoholic Beverage Control and displayed at the bar.

Additionally, there is a "no alcohol" policy for events with attendance by a large number of people between 13 and 20 years of age (i.e. quinceaneras, teen dances or college parties).

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Linens, Dishes, Glasses, Silverware

These items are not provided and need to be rented and brought in. Usually your caterer can facilitate this or we can make recommendations for local party rental stores. Since we have no storage area at the facility, your rental items need to be brought in and taken out during your rental time span.

Audio-Visual Equipment

The Center has a portable public-address system with one wired microphone (designed for speaking only) and a projection screen . You must provide your own projector.

Decorations

Most groups do not decorate much since the rotating artwork adds color and décor to the walls. Linens, floral centerpieces and candles are generally the kind of decorations we see. However, if you do choose to decorate more than this, you may not nail, staple, thumbtack or duct tape your decorations to the walls. As for candles, the flame must be enclosed in a votive cup or hurricane glass covering.

Music

Amplified music is allowed inside and out on the patio. We suggest that music stop 1-hour prior to your end time to allow sufficient cleanup time.

Parking

Two public parking lots are located at Cabrillo Boulevard and Garden Street. Currently, the Palm Park Parking Lot (on the ocean side of the street) and the Garden Street Parking Lot (on the opposite side) charge \$1.50 per hour per car or \$9.00 maximum. If you wish to pay for parking for your guests, contact the City's Waterfront Parking Department (805) 564-5523. You will receive parking reservation information once your booking is confirmed. There is also limited street parking along Cabrillo Boulevard.

Note: There is free weekday parking in both public lots Monday -Friday from October 1st to Memorial Day weekend. The above noted fees are in effect on the weekends.

Wedding Ceremonies

Most groups only have their reception at our facility, though you are welcome to have your ceremony here too. Ceremonies that do occur at this site use either the outside patio or the grassy area between the patio and the bike path. For a typical ceremony lasting about an hour, there is no charge for use of this grassy area. However, if you wish to rope off this area, there will be an additional charge. The facility's tables or chairs are not allowed to be out on the grass.

7-Day Tentative Hold" vs. "Confirm & Book" a Date

Once you decide to rent Chase Palm Park Center and have determined a date, you can either put a "7-day tentative hold" for the date (no money down) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 7 days, you must either confirm and book or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.

To confirm a date and start the rental paperwork process, contact Leslie Lund, Facility Coordinator, at (805) 897-1983 or by email at llund@ci.santa-barbara.ca.us.

Insurance

Insurance is not required for private events since we have a building monitor present, Insurance is required for public special events.

Nearby Overnight Accommodations

The Fess Parker Doubletree Hotel, the Harbor View Inn and some smaller motels along Cabrillo Boulevard are all within walking distance.

Security Guards

Depending on the type of event planned, we reserve the right to require that you hire licensed security guards.

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Cancellation Policy

The initial \$200 reservation fee is non-refundable. If your event is cancelled within 10 working days of the event, 100% of the Security Deposit and 90% of the remaining fees (excluding the Reservation Fee) are refunded.

Other Facilities/Sites

We do have a larger and a smaller indoor facility plus outdoor beachfront park locations available for rental. Please contact us for further information.